

4 May '56

Approved For Release 2001/08/27 : CIA-RDP70T00666R000100040008-3

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OFFICE	SIGNATURE	DATE	TIME	DATE	TIME	NAME & OFFICE SYMBOL	DATE
<i>AD/RR</i>						<i>GLW OAD</i>	<i>MAY 4</i>
<i>—</i>						<i>WDM OAD</i>	<i>27 Sept</i>
<i>—</i>				<i>9/28/56</i>	<i>—</i>	<i>AMM OAD</i>	<i>28 Sept</i>
<i>Och/E</i>							
<i>Records Center</i>							

- ☒ Approval ☐ Information ☐ Signature
- ☐ Action ☐ Direct Reply ☐ Return
- ☐ Comment ☐ Preparation of Reply ☐ Dispatch
- ☐ Concurrence ☐ Recommendation ☐ File

NSA Declassification/Release Instructions on File.

REMARKS:

Prepared originally for distribution to ERA divisions & staffs only under Ch/E's signature; Chief E suggested it should be signed by AD/RR & distributed to all ORR divisions & staffs.

Recommend approval and distribution as above. GLW

Och/E: Please file with AD/RR's papers; The memo may be issued at a later date.
HANDLE VIA COMINT CHANNELS ONLY *AMM*

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Memorandum For: All ORR Divisions and Staffs

Subject : Commission of COMINT to Vital Materials Repository

DEFINITION

In anticipation of a possible national emergency which could totally destroy or prohibit access to those materials normally kept in the files of CIA components, space has been made available at the CIA Relocation Center for the storage of Vital Intelligence Materials. Vital Materials are defined as those key documents "essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss."* In the event of a national emergency, of course, certain types of substantive material would assume special importance due to (a) a foreseeable shift in mission and (b) a conceivable lack of analysts experienced in particular fields.

PROCEDURES

At the present time, within the DD/I Area, the responsibility for ensuring the deposit of all materials deemed to be "Vital" lies with the originating Office. Procedures for the deposition of a document are in general governed by its classification. All non-codeword finished intelligence produced by ORR is sent automatically ^{by} ~~through~~ OCR; ~~by St/S~~ all Vital Material which must be kept within COMINT channels (see CIA Reg. 120-155) is received by the Support Staff (St/S) on an automatic

*CIA Reg. 40-6, 14 July 1951, Conf. Note that the VM Program is not to be confused with "Storage of COMINT Archival Materials" (CIA Reg. 120-157, 10 Nov 1955, SECRET, HANDLE VIA COMINT CHANNELS ONLY.) The latter program was described in a memorandum of 27 Oct 1955 from Ch/E to all Division, Staff and Branch Chiefs.

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basis from St/PC and is forwarded monthly to the VM Repository through OCI.*

ORR COMINT FILE

Attached
~~Available for consultation in St/S~~ is a ~~master~~ record of the codeword documents produced in ORR which have been sent to the Repository thus far.** The list represents, in addition to the entire finished product of the former Strategic Division (last publication 5 Sept 1953),

Enc. copy of all ORR codeword finished intelligence papers to date (published as RR's, beginning with CIA/SC/RR 60, 30 Nov 1953), as well as a copy of the entire codeword portion of the ORR Economic Estimates File. In addition, it is planned to send one copy of all Current Support Memoranda (CSM's) of codeword classification, beginning with No. 361.

The codeword documents sent to date by ORR are all in hard copy. The material occupies one safe drawer, and is at present filed in the order of receipt in the Repository. (This order corresponds generally to the order of publication.) No attempt has yet been made to arrange or to index this material for ready recovery.

Although other CIA Offices may have sent to the Repository some codeword material of special interest to them (particularly OCI and/or OSI), there neither exists nor is planned any systematic depositing of COMINT documents for central use of all components. The Special Register of OCR sends no hard copies or microfilms of [REDACTED] COMINT documents to the Repository. Thus, if ORR feels, for example, that

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*During "Operation Alert", carried on in June 1955, some material was received by St/S directly from the branches. This material has, however, been returned to the senders, and there remains in VM Repository only those documents which appear on the master list.

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certain [REDACTED] NSA reports or translations would be vital to the national security, ORR should make arrangements for depositing these materials.

ACTION

In the event of a national emergency, the files at the Vital Materials Repository may well be the only material available from which to derive intelligence estimates. It is, therefore, essential that every individual understand the philosophy behind the establishment of this Repository and recognize the importance of developing and maintaining workable, easily recoverable files and indices of these files. To this end, the following action will be taken:

a. The content of the files should be carefully considered by all staffs and branches in order to ensure that all codeword documents essential to the adequate performance of the ORR mission are placed in the VM Repository and to ensure that that material which may have become obsolete is replaced by more recent material. Branches should forward their recommendations for changes or additions to the files through their respective divisions, so that the latter may review and consolidate them. A memorandum on this subject should be submitted to AD/RR (Attn.: St/S) from each Staff and Division by c.o.b. 1 July 1956.

b. Upon receipt of these contributions, the Support Staff will undertake to devise a workable cross-index of all codeword material which ORR has committed to the Repository so that the documents filed therein may be easily and quickly recovered by subject. Comments and suggestions concerning this index are invited and may be incorporated in the memorandum requested above.

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OTTO E. GUTHE, ASSISTANT DIRECTOR

~~Research Branch~~

RESEARCH AND REPORTS

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ENTIRE DOCUMENT

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